

# Crystal Joint Airport Zoning Board (JAZB) Meeting Record

This meeting record document includes agendas and minutes from all Crystal Joint Airport Zoning Board (JAZB) meetings held to date.

JAZB Meeting #	Date	Location	Purpose
1	October 12, 2021	Crystal City Hall	Kickoff Meeting
2	November 16, 2021	Brooklyn Park Council Chambers	JAZB Purpose/Role & Background Information
3	February 11, 2022	Brooklyn Park Community Center	MnDOT Proposed Changes, Zoning Procedures
4	July 13, 2022	Brooklyn Park City Hall	Draft Custom Zoning Factors, Example Zones
5	October 12, 2022	Brooklyn Park City Hall	Present Draft Airport Zoning Ordinance
6	November 16, 2022	Brooklyn Park City Hall	Discuss Draft Airport Zoning Ordinance
7	December 14, 2022	Brooklyn Park City Hall	7460-1 Review Process, Move for Public Hearing
Public Hearing #1	April 19, 2023	Crystal Community Center	Public Hearing #1 of Draft Zoning Ordinance
8	June 15, 2023	Brooklyn Park City Hall	Address Public Hearing Comments, Submit Draft Zoning Ordinance to MnDOT

# Crystal Airport (MIC) Joint Airport Zoning Board (JAZB)

Meeting Agenda  
Tuesday October 12, 2021  
8:00 A.M.  
Crystal City Hall  
4141 Douglas Drive N, Crystal MN

## **Agenda**

1. Welcome and Agenda Overview
2. Board Member Introductions
3. JAZB Purpose & Role
4. Selection of Chairperson
5. Organizational Logistics
6. Goals for the Crystal Airport JAZB
7. Elements of an Airport Zoning Ordinance
8. Airport Zoning Procedural Steps
9. Initial Meeting Plan
10. Public Comments
11. Adjourn

# **CRYSTAL AIRPORT JOINT AIRPORT ZONING BOARD**

Tuesday, October 12, 2021  
Crystal City Hall  
4141 Douglas Drive North, #1696, Crystal, MN 55422

## **APPROVED MEETING MINUTES**

Lydia Werner, Metropolitan Airports Commission, convened the Crystal Airport Joint Airport Zoning Board meeting at 8:00 AM. The following were in attendance:

Members: Brooklyn Center, Ginny McIntosh, Board Member  
Brooklyn Center, Mike Elliott, Board Member  
Brooklyn Center, Olivia Boerschinger, Alternate  
Brooklyn Park, Todd Larson, Alternate  
City of Crystal, Dan Olson, Board Member  
City of Crystal, Joseph Sears, Board Member  
City of Crystal, Harley Heigel, Alternate  
City of New Hope, Jeff Sargent, Board Member  
City of New Hope, Brandon Bell, Alternate  
MAC, Rod Skoog, Commissioner  
Minneapolis, Loren Olson, Board Member  
Robbinsdale, George Selman, Board Member  
Robbinsdale, Rick Pearson, Board Member  
Robbinsdale, Thomas Helseth, Alternate

Others: Andrew Hanson, Brad Juffer, Bridget Rief, Evan Wilson, Joe Harris, Lydia Werner, Mike Wilson, Rebecca Townsend, MAC Staff, Evan Barrett, Mead & Hunt (JAZB consultant)

### **1. WELCOME AND AGENDA OVERVIEW**

Lydia Werner opened the meeting and welcomed the attendees to the first convening of the Joint Airport Zoning Board for Crystal Airport. Ms. Werner stated that she would lead the meeting but that the Board would be selecting its chairperson.

### **2. BOARD MEMBER INTRODUCTIONS**

Ms. Werner explained that the Board is made up of members from Brooklyn Center, Brooklyn Park, City of Crystal, City of New Hope, Minneapolis, and Robbinsdale. Bridget Reif, Metropolitan Airports Commission, added that Rod Skoog, present, is one of two MAC commissioners also on the board. Each municipal government is entitled to have two primary members on the Board, along with two alternate members who can vote in the absence of a primary member. Ms. Werner introduced the board members and which municipal government they represented.

### **3. JAZB PURPOSE & ROLE**

Ms. Werner highlighted the JAZB's purpose to collaboratively develop an airport zoning ordinance that achieves a balance between providing for a reasonable level of safety while allowing for compatible community development.

4. SELECTION OF CHAIRPERSON

Ms. Werner read aloud Minnesota Statute section 360.063, describing JAZB requirements. Ms. Werner explained that the Chair must be someone in addition to the Board members, and not one of the members or alternates appointed by the municipalities or the MAC. If a member of the JAZB fills the role of chair, their municipalities seat must be backfilled. Ms. Werner asked for nominations.

Hearing none, Ms. Werner cited Rick Weyrauch, the chair of for Lake Elmo's Joint Airport Zoning Board, as an experienced candidate that expressed an interest in the role if Crystal's JAZB chooses to nominate him. The board discussed and favored this option.

**GEORGE SELMAN, ROBBINSDALE, MOVED TO APPOINT RICK WEYRAUCH AS CHAIR OF THE CRYSTAL JOINT AIRPORT ZONING BOARD. JEFF SARGENT, NEW HOPE, SECONDED. THE MOTION CARRIED BY UNANIMOUS VOTE.**

5. ORGANIZATIONAL LOGISTICS

Ms. Werner presented recommendations for organizational logistics for the JAZB meetings. Ms. Werner suggested using Robert's Rules of Order to guide meeting protocols. Ms. Werner defined a quorum as having a majority of JAZB membership in attendance to take action, meaning that eight members, including alternates, must be present to take any formal actions, and that formal actions will require a majority vote of members present to pass or fail. Ms. Werner called for a motion to adopt Robert's Rules of Order.

**IT WAS MOVED BY RICK PEARSON, ROBBINSDALE, SECONDED BY GEORGE SELMAN, TO ADOPT ROBERT'S RULES OF ORDER. THE MOTION CARRIED BY UNANIMOUS VOTE.**

Ms. Werner and Evan Wilson, Metropolitan Airports Commission, presented meeting format options for the board to choose their format going forward, whether entirely in person, entirely remote, or a hybrid of the two. Mr. Wilson explained the legal restriction on voting for board members attending remotely. After a brief discussion, a hybrid of in-person and remote video and conference calling was determined to be the best option. Mr. Wilson promised to look into and follow up with the board regarding the legal restriction of voting when attending remotely. Ms. Werner promised to inquire with those stakeholders not in attendance, and to follow up with the board regarding next meeting and format details. Mr. Sargent promised to check on the availability of a technologically capable meeting room in the City of New Hope's City Hall, to accommodate hybrid meetings.

6. GOALS FOR THE CRYSTAL AIRPORT JAZB

Ms. Werner stated that the overarching goal for this Board is to develop an airport zoning ordinance for review and approval by the MnDOT Commissioner of Transportation for subsequent adoption by the Board and then local communities. To accomplish this, the JAZB could consider a few sub goals. First, the Board should keep in mind that this is a balancing act between providing a reasonable level of safety while allowing for compatible community development. The Board should ensure that the ordinance is developed in a manner that includes meaningful stakeholder engagement.

7. ELEMENTS OF AN AIRPORT ZONING ORDINANCE

Evan Barrett, of Mead & Hunt, presented land use and structure height restrictions as the primary elements of an airport zoning ordinance. He explained Federal Aviation Regulations (FAR) Part 77 airspace surfaces. He presented Crystal's existing ordinance adopted in 1983, and the airspace restrictions therein.

8. AIRPORT ZONING PROCEDURAL STEPS

Mr. Barrett outlined the anticipated meetings and procedural steps involved in an airport ordinance and introduced the difference between standard and custom modeling. Mr. Barrett proposed that the next meeting focus on a work session getting into the details of the two airport zoning pathways, Custom or Commissioner's Standard. The desired outcome from the second meeting would be a decision about which airport zoning method the JAZB desires to pursue. The content of the third meeting would be based on the JAZB's decision. If the JAZB selects the Custom method, the third meeting would focus on a review of the custom zoning factors and developing a methodology for constructing the ordinance. The result for the initial phase of the JAZB's work is a public hearing to present the proposed airport zoning ordinance for public review and comment, followed by its submittal to MnDOT for review and approval.

9. INITIAL MEETING PLAN

Ms. Werner outlined November 16<sup>th</sup> at 10 am for the next JAZB meeting, to get it in before the holidays, and early 2022, January or February, for the 3<sup>rd</sup> meeting.

10. PUBLIC COMMENTS

No public comments were received.

12. ADJOURN

The meeting was adjourned at 9:45 AM.

# Crystal Airport (MIC) Joint Airport Zoning Board (JAZB)

Meeting Agenda  
Tuesday November 16, 2021  
10:00 A.M.  
Brooklyn Park City Hall  
5200 85<sup>th</sup> Ave N, Brooklyn Park MN

## **Agenda**

1. Welcome and Agenda Review
2. Introduction of Chair
3. Meeting Format & Logistics
4. Approval of Minutes from October 12, 2021 Meeting
5. JAZB Purpose & Role
6. State Airport Zoning Statute – MnDOT Office of Aeronautics
7. Basic Airfield Surfaces
8. 1983 Airport Zoning Ordinance
9. MnDOT Commissioner Standard Ordinance
10. Affected Land Uses & Parcels
11. Custom Ordinance Case Studies
  - a. Flying Cloud Airport
  - b. Lake Elmo Airport
12. Discussion of Airport Zoning Liability
13. Determine Zoning Procedure (Commissioner Standard vs. Custom)
14. Meeting Plan
15. Public Comments
16. Adjourn

# Crystal Airport (MIC) Joint Airport Zoning Board (JAZB)

Tuesday November 16, 2021  
Brooklyn Park City Hall  
5200 85<sup>th</sup> Ave N, Brooklyn Park MN

## APPROVED MINUTES

Lydia Werner, Metropolitan Airports Commission, convened Crystal's Joint Airport Zoning Board meeting at 10:04 AM. The following were in attendance:

Members: Chair, Rick Weyrauch, Voting Member  
Brooklyn Center, Ginny McIntosh, Voting Member  
City of Brooklyn Park, Paul Mogush, Voting Member  
City of Brooklyn Park, Todd Larson, Alternate Member  
City of Brooklyn Park, Wynfred Russel, Voting Member  
City of Crystal, Dan Olson, Voting Member  
City of Crystal, Joseph Sears, Voting Member  
City of New Hope, Jeff Alger, Voting Member  
City of New Hope, Jeff Sargent, Voting Member  
MAC Commissioner, Tim Baylor, Voting Member  
City of Minneapolis, Loren Olson, Voting Member  
Robbinsdale, George Selman, Voting Member  
Robbinsdale, Rick Pearson, Voting Member

Others: Andrew Hanson, Brad Juffer, Bridget Rief, Evan Wilson, Jennifer Gora, Joe Harris, Lydia Werner, Mike Wilson, Rebecca Townsend - MAC Staff; Evan Barrett - Mead & Hunt (JAZB consultant); John Fleming, Junior Lindsay - MnDOT

### 1. WELCOME AND AGENDA REVIEW

Ms. Lydia Werner opened the meeting by introducing the agenda and Rick Weyrauch as JAZB Chair.

### 2. INTRODUCTION OF CHAIR

Mr. Rick Weyrauch introduced himself as a supervisor at Baytown Township, previous chair of the Lake Elmo JAZB, and former pilot. He described his role as facilitator of the Crystal JAZB.

### 3. MEETING FORMAT & LOGISTICS

Ms. Werner presented the Open Meeting Law requirements that apply to meeting in a hybrid format with some JAZB members physically present and some attending remotely. JAZB members discussed the hybrid option, an all-virtual option, and the in-person option.

After lengthy discussion,

**IT WAS MOVED BY GEORGE SELMAN, ROBBINSDALE, AND SECONDED BY TIM BAYLOR, MAC COMMISSIONER, TO PROCEED WITH THE HYBRID OPTION**

After further discussion relating to other potential requirements (e.g., masks) and facility capabilities,

**THE MOTION WAS AMENDED BY GEORGE SELMAN AND SECONDED BY TIM BAYLOR TO REQUIRE MASKS, REGARDLESS OF LOCATION, UNTIL SUCH TIME AS THIS COMMITTEE DECIDE THEY ARE NO LONGER NECESSARY.**

**THE MOTION PASSED ON THE FOLLOWING VOTE:**

<b>Municipality</b>	<b>Member</b>	<b>Voting or Alternate</b>	<b>Ayes/Nays</b>
Brooklyn Center	<b>Ginny McIntosh</b>	Voting	<b>Aye</b>
Brooklyn Center	<b>Mike Elliott</b>	Voting	
Brooklyn Center	<b>Marquita Butler</b>	Alternate	
Brooklyn Center	<b>Olivia Boerschinger</b>	Alternate	
Brooklyn Park	<b>Paul Mogush</b>	Voting	<b>Aye</b>
Brooklyn Park	<b>Wynfred Russel</b>	Voting	.
Brooklyn Park	<b>Susan Pha</b>	Alternate	
Brooklyn Park	<b>Todd Larson</b>	Alternate	.
Chair	<b>Rick Weyrauch</b>	Voting	<b>Aye</b>
City of Crystal	<b>Dan Olson</b>	Voting	<b>Aye</b>
City of Crystal	<b>Joseph Sears</b>	Voting	<b>Aye</b>
City of Crystal	<b>Harley Heigel</b>	Alternate	
City of Crystal	<b>John Sutter</b>	Alternate	
City of New Hope	<b>Jeff Alger</b>	Voting	<b>Aye</b>
City of New Hope	<b>Jeff Sargent</b>	Voting	<b>Aye</b>
City of New Hope	<b>Brandon Bell</b>	Alternate	
City of New Hope	<b>Kirk McDonald</b>	Alternate	
MAC	<b>Rod Skoog</b>	Voting	
MAC	<b>Tim Baylor</b>	Voting	<b>Aye</b>



Minneapolis	<b>Abdi Salah</b>	Voting	
Minneapolis	<b>Loren Olson</b>	Voting	<b>Aye</b>
Minneapolis	<b>Brad Ellis</b>	Alternate	
Robbinsdale	<b>George Selman</b>	Voting	<b>Aye</b>
Robbinsdale	<b>Rick Pearson</b>	Voting	<b>Aye</b>
Robbinsdale	<b>Stephan Menya</b>	Alternate	
Robbinsdale	<b>Thomas Helseth</b>	Alternate	
		<i>Ayes</i>	<b>11</b>
		<i>Members/Quorum</i>	15/8
		<i>Nays</i>	<b>None</b>
		<i>Abstains</i>	<b>None</b>

The JAZB decided meetings shall be scheduled for the 3pm to 5pm timeframe. Chair Weyrauch asked that any JAZB member using the hybrid option does their own posting and sends a copy to MAC so the JAZB has it as part of its record.

Ms. Werner requested those notices be sent to Rebecca Townsend, who will be tracking all the materials pertaining to the meetings.

4. APPROVAL OF MINUTES FROM OCTOBER 12, 2021 MEETING

**GEORGE SELMAN MOVED TO APPROVE MINUTES FROM THE OCTOBER 12<sup>TH</sup> MEETING AND JOSEPH SEARS, CRYSTAL, SECONDED.**

**THE MOTION PASSED UNANIMOUSLY.**

5. JAZB PURPOSE & ROLE

Ms. Werner reviewed the purpose and goal of the JAZB.

6. STATE AIRPORT ZONING STATUTE – MNDOT OFFICE OF AERONAUTICS

Mr. John Fleming introduced himself as a regional planner at MnDOT with a focus in zoning. He presented a rough overview of the statutory requirements for airport zoning.

7. BASIC AIRFIELD SURFACES

Mr. Evan Barrett introduced himself as an Airport Planning consultant for Mead & Hunt, providing technical support to the MAC for the zoning process. He then provided an overview of Basic Airfield Surfaces.

8. 1983 AIRPORT ZONING ORDINANCE

Mr. Barrett continued by re-capping the 1983 Zoning Ordinance.

9. MNDOT COMMISSIONER STANDARD ORDINANCE

Mr. Barrett continued by comparing the 1983 ordinance to the current Commissioner's Standard Ordinance.

10. AFFECTED LAND USES & PARCEL

Mr. Barrett concluded by detailing Affected Land Uses & Parcels.

11. CUSTOM ORDINANCE CASE STUDIES

Mr. Brad Juffer introduced himself as a member of the Community Relations office for the MAC. He reviewed the technical analysis of the Flying Cloud Airport in 2017, 2018, and 2019, and then at the Lake Elmo Airport for JAZB processes in 2019 and 2020. He then reviewed with the board some custom ordinance case studies.

12. DISCUSSION OF AIRPORT ZONING LIABILITY

Mr. Wilson introduced himself as Legal Counsel for MAC, presented information regarding liability and risk associated with airport zoning, and encouraged JAZB members to discuss these issues with their municipality's legal counsel.

13. DETERMINE ZONING PROCEDURE (COMMISSIONER STANDARD VS. CUSTOM)

Chair Weyrauch asked for further discussion toward determining this JAZB's zoning procedure, and a lengthy discussion continued.

Mr. Barrett brought up that there might be some discussion with MnDOT whether they accept the JAZB definition of Existing Land use because it's not spelled out in the statute.

Mr. Junior Lindsay, MnDOT, offered to provide that definition within a couple weeks.

Ms. Bridget Rief, Metropolitan Airports Commission, asked that MnDOT also include, on these exempted properties, what happens if there's damage or a fire - is re-construction allowed?

Mr. Lindsay explained that what's grandfathered is the type of use, not the explicit building.

Chair Weyrauch summarized that the consensus of a few people seemed to be that was no way to really make the decision on which zoning process to follow. He asked if anyone was ready to call a motion and the JAZB deferred the decision. Chair Weyrauch advised board members to use the time before the next meeting to review the material and consult with people back at each municipality. He asked for questions or comments to be submitted between now and when we meet again to try and get these answers prepared.

14. MEETING PLAN

Ms. Werner oriented the board to the meetings held thus far and the plan for meetings yet to come. She stated the next meeting will be in January, that MAC will send that invite out as soon as calendars are coordinated, and that MAC will work with Brooklyn Park to confirm we can use the space and make sure it's set up for hybrid meeting requirements.

15. PUBLIC COMMENTS

Chair Weyrauch asked that we always have a public comment period in the agenda, and that it goes ahead of any decision points. He asked whether any member of the public would like to make a comment. [No public comment was received.]

16. ADJOURN

Chair Weyrauch stated he would accept a motion to adjourn.

**MR. WYNFRED RUSSELL, CITY OF BROOKLYN PARK, MOVED AND MS. OLSON SECONDED.  
THE MOTION PASSED BY UNANIMOUS VOTE.**

The meeting adjourned at 12:27pm.

Crystal Airport (MIC)  
Joint Airport Zoning Board (JAZB)

Meeting Agenda

Friday, February 11, 2022

3:00 P.M.

Brooklyn Park Community Center  
5600 85<sup>th</sup> Avenue N, Brooklyn Park MN

1. Welcome and Agenda Overview
2. Approval of Minutes from November 16 meeting
3. Open Meeting Law Rules for Hybrid Meetings
4. Questions from November 16 JAZB Meeting
5. MnDOT-Proposed Land Use Rule Changes
6. Determine Zoning Procedure
7. Meeting Plan
8. Public Comments
9. Adjourn

**Crystal Airport (MIC)**  
**Joint Airport Zoning Board (JAZB)**

Friday, February 11, 2022

Brooklyn Park Community Activity Center  
5600 85<sup>th</sup> Ave N, Brooklyn Park MN

Lydia Werner, Metropolitan Airports Commission (MAC), convened Crystal's Joint Airport Zoning Board meeting at 3:17 PM.

Members attending in person:

Chair, Rick Weyrauch, Voting Member  
Brooklyn Center, Ginny McIntosh, Voting Member  
City of Brooklyn Park, Paul Mogush, Voting Member  
City of Brooklyn Park, Wynfred Russel, Voting Member  
City of Crystal, Dan Olson, Voting Member  
City of Crystal, Joseph Sears, Voting Member  
City of New Hope, Jeff Alger, Voting Member  
City of New Hope, Brandon Bell, Voting Member  
MAC Commissioner, Rod Skoog, Voting Member  
Robbinsdale, Rick Pearson, Voting Member  
Robbinsdale, Thomas Helseth, Alternate Member

Members attending remotely, non-voting:

Brooklyn Center, Olivia Boerschinger, Alternate Member  
City of Brooklyn Park, Todd Larson, Alternate Member  
City of Minneapolis, Loren Olson, Voting Member  
Robbinsdale, George Selman, Voting Member

Others in attendance:

Brad Juffer, Bridget Rief, Evan Wilson, Lydia Werner, Matthew Krogh, Rebecca Townsend - MAC Staff; Evan Barrett, Sarah Emmel - Mead & Hunt (JAZB consultant); Junior Lindsay - MnDOT

1. ROLL CALL

Rebecca Townsend, JAZB Secretary, took roll call.

2. WELCOME AND AGENDA OVERVIEW

Lydia Werner, Airport Planner for MAC, welcomed the board members and oriented them to the agenda.

3. APPROVAL OF MINUTES FROM NOVEMBER 16 MEETING

Chair Rick Weyrauch asked if everyone had had a chance to review the minutes from last meeting, then entertained a motion.

**PAUL MOGUSH FROM BROOKLYN PARK MOVED TO APPROVE MEETING MINUTES FROM THE NOVEMBER 16, 2021, GINNY MCINTOSH SECONDED.**

**THE MOTION PASSED UNANIMOUSLY.**

4. OPEN MEETING LAW RULES FOR HYBRID MEETINGS

Werner reminded the board that board members attending remotely at non-public and locales not noticed prior to the meeting may participate but not vote.

Chair Weyrauch asked, given the hybrid in-person and online nature of the meeting, that each speaker speak loudly and clearly, giving their name and municipality.

5. QUESTIONS FROM NOVEMBER 16 JAZB MEETING

Evan Barrett, Mead & Hunt Planning Consultant for MAC, presented the questions and answers that had been discovered since the last meeting, beginning with slide 9.

6. MnDOT-PROPOSED LAND USE RULE CHANGES

Barrett continued by discussing MnDOT's proposed land use rule changes, beginning with slide 16.

7. COMMISSIONER'S STANDARD VS. CUSTOM APPROACH

Barrett continued with some additional comments on the difference between the Commissioner's Standard and Custom approach, beginning with slide 19.

8. PUBLIC COMMENTS

Chair Weyrauch asked for any public comments at this time. There were none.

9. BOARD DISCUSSION

Chair Weyrauch advised it was up to the board whether to call a vote or hold off for more time to consider municipality options. He asked for any comments or discussion from JAZB members.

Dan Olson, City of Crystal, Paul Mogush of Brooklyn Park, and Loren Olson of Minneapolis, each in turn, stated their preference for the board to choose the Custom Zoning approach.

Chair Weyrauch asked if there were any further questions or comments, or if anyone was ready to call the motion.

**DAN OLSON, CITY OF CRYSTAL MOVED THAT THE JAZB TAKE THE CUSTOM APPROACH TO ZONING CRYSTAL AIRPORT. WYNFRED RUSSEL, CITY OF BROOKLYN PARK, SECONDED.**

**THE MOTION PASSED UNANIMOUSLY.**

Municipality	Member	Ayes/Nays
Brooklyn Center	Ginny McIntosh	Aye
Brooklyn Center	Mike Elliott	
Brooklyn Center	Marquita Butler	

Brooklyn Center	<b>Olivia Boerschinger</b>	
City of Brooklyn Park	<b>Paul Mogush</b>	<b>Aye</b>
City of Brooklyn Park	<b>Wynfred Russel</b>	<b>Aye</b>
City of Brooklyn Park	<b>Susan Pha</b>	
City of Brooklyn Park	<b>Todd Larson</b>	
City of Crystal	<b>Dan Olson</b>	<b>Aye</b>
City of Crystal	<b>Joseph Sears</b>	<b>Aye</b>
City of Crystal	<b>Harley Heigel</b>	
City of Crystal	<b>John Sutter</b>	
City of Minneapolis	<b>Abdi Salah</b>	
City of Minneapolis	<b>Loren Olson</b>	
City of Minneapolis	<b>Brad Ellis</b>	
City of New Hope	<b>Jeff Alger</b>	<b>Aye</b>
City of New Hope	<b>Jeff Sargent</b>	
City of New Hope	<b>Brandon Bell</b>	<b>Aye</b>
City of New Hope	<b>Kirk McDonald</b>	
JAZB Chair	<b>Rick Weyrauch</b>	<b>Aye</b>
MAC Commissioner	<b>Rod Skoog</b>	<b>Aye</b>
MAC Commissioner	<b>Tim Baylor</b>	
Robbinsdale	<b>George Selman</b>	
Robbinsdale	<b>Rick Pearson</b>	<b>Aye</b>
Robbinsdale	<b>Stephan Menya</b>	
Robbinsdale	<b>Thomas Helseth</b>	<b>Aye</b>
	<i>Ayes</i>	<b>11</b>
	<i>Members/Quorum</i>	15/8
	<i>Nays</i>	<b>None</b>
	<i>Abstains</i>	<b>None</b>

## 10. MEETING PLAN

Werner reviewed the meeting plan, beginning with slide 28. She let the board members know it will be a few months before the next meeting. In the meantime, Mead & Hunt will be conducting

the detailed risk analysis required by the custom zoning procedure. Once the scope and timeline are known, the next meeting will be scheduled.

Werner conveyed to the board there will be a new Airport Planner with MAC taking over for her in mid April.

11. ADJOURN

Chair Weyrauch stated he would accept a motion to adjourn.

**MAC COMMISSIONER ROD SKOOG MOVED TO ADJOURN.**

**THE MOTION PASSED BY UNANIMOUS VOTE.**

The meeting adjourned at 4:35pm.



Crystal Airport (MIC)  
Joint Airport Zoning Board (JAZB)

Meeting Agenda

Thursday, July 13, 2022

3:00 P.M.

Brooklyn Park City Hall

5200 85<sup>th</sup> Avenue N, Brooklyn Park MN

1. Welcome and Agenda Overview
2. Approval of Minutes from February 11 meeting
3. Goals for the Crystal Airport JAZB
4. Presentation of Custom Zoning Factors
5. Example Custom Zone for Discussion
6. Public Comments
7. Board Discussion on Custom Zoning Factors and Example Custom Zone
8. Establish Next Meeting Date
9. Adjourn

**Crystal Airport (MIC)  
Joint Airport Zoning Board (JAZB)  
Meeting Minutes**

Thursday, July 13, 2022  
Brooklyn Park City Hall  
5200 85th Avenue N, Brooklyn Park MN

Chair Rick Weyrauch convened Crystal's Joint Airport Zoning Board meeting at 3:20 PM.

Members attending in person:

Chair, Rick Weyrauch, Voting Member  
Brooklyn Center, Ginny McIntosh, Voting Member  
Brooklyn Center, Olivia Boerschinger, Alternate Member  
City of Brooklyn Park, Paul Mogush, Voting Member  
City of Brooklyn Park, Wynfred Russel, Voting Member  
City of Crystal, Dan Olson, Voting Member  
City of New Hope, Jeff Alger, Voting Member  
City of New Hope, Jeff Sargent, Voting Member  
Robbinsdale, Rick Pearson, Voting Member

Others in attendance:

Evan Wilson, Kelly Gerads, Rebecca Townsend – MAC Staff; Evan Barrett - Mead & Hunt (JAZB consultant); Amber Turnquist – Public

Others attending remotely:

Eric Gilles, Brad Juffer, Bridget Rief – MAC Staff; Junior Lindsay – MnDOT, Ellen Grubbs – Public

1. ROLL CALL

Rebecca Townsend, JAZB secretary, took roll call.

2. WELCOME AND AGENDA OVERVIEW

Chair Rick Weyrauch welcomed the board members and oriented them to the agenda.

3. APPROVAL OF MINUTES FROM FEBRUARY 11 MEETING

Weyrauch asked if everyone had had a chance to review the minutes from the last meeting, then entertained a motion.

**GINNY MCINTOSH FROM BROOKLYN CENTER MOVED TO APPROVE MEETING MINUTES FROM FEBRUARY 11, 2022. PAUL MOGUSH FROM THE CITY OF BROOKLYN PARK SECONDED.**

**THE MOTION PASSED BY UNANIMOUS VOTE.**

4. GOALS FOR THE CRYSTAL AIRPORT JAZB

Eric Gilles, new Airport Planner for the Metropolitan Airports Commission (MAC), introduced himself, and refreshed the board on the goals of the JAZB.

5. PRESENTATION OF CUSTOM ZONING FACTORS

Gilles continued by presenting the custom zoning factors, with slides 7 and 8. Evan Barrett, Mead & Hunt Planning Consultant for the MAC, picked up with slide 9.

6. EXAMPLE CUSTOM ZONE FOR DISCUSSION

Barrett presented information regarding an example custom zone for the Crystal Airport (slide 34 and following).

7. PUBLIC COMMENTS

Weyrauch asked if there were any comments from the public at this time. There were none.

8. BOARD DISCUSSION ON CUSTOM ZONING FACTORS AND EXAMPLE CUSTOM ZONE

Weyrauch asked if the example custom zoning factors were acceptable as presented. If so, the next step would be to motion to direct MAC to prepare a draft zoning ordinance for review at the next meeting, unless anyone needed to discuss first with their municipality.

Barrett offered to fulfill any requests for the backup resources of the information presented.

McIntosh requested an overlay of proposed zoning with the current zoning.

Barrett answered that there would be no change, practically speaking, except that there will be less height restriction with the proposed than the current zoning.

Dan Olson of the City of Crystal asked for airspace height restrictions per property.

Barrett offered a table of height restrictions per grid segment.

Olson expanded that the proposed light rail and re-development area would benefit from a table of these restrictions.

Paul Mogush, with Brooklyn Park, said this would benefit Brooklyn Park as well, and asked if Crystal and Brooklyn Park could send in their areas of concern.

Barrett agreed that he could look at it before the next meeting, though the basic gridwork is likely to resolve property questions.

Weyrauch explained that the draft zoning ordinance at the next meeting will be much more detailed and is likely to address property questions.

**MOGUSH MOTIONED TO REQUEST THAT MAC CREATE A FORMAL PROPOSAL FOR A CUSTOM AIRPORT ZONING ORDINANCE BASED ON THE EXAMPLE**

**CUSTOM ZONING SHOWN ON SLIDE 41. WYNFRED RUSSELL, CITY OF  
BROOKLYN PARK, SECONDED.**

**THE MOTION PASSED BY UNANIMOUS VOTE.**

9. ESTABLISH NEXT MEETING DATE

Board determined that the next meeting will be October 12 at 3-4:45 pm, in the same location.

10. ADJOURN

**RUSSELL MOVED TO ADJOURN.**

**THE MOTION PASSED BY UNANIMOUS VOTE.**

The meeting adjourned at 4:30 pm.

# Crystal Airport (MIC) Joint Airport Zoning Board (JAZB)

Meeting Agenda  
Wednesday, October 12, 2022  
3:00 P.M.  
Brooklyn Park City Hall, Room A203  
5200 85th Ave N, Brooklyn Park, MN 55443

## **Agenda**

1. Chair Opening/Remarks
2. Approve Minutes of July 13, 2022 Meeting
3. JAZB Purpose & Role
4. Presentation of Draft Airport Zoning Ordinance Materials
5. Public Comments
6. Board Discussion on Draft Airport Zoning Ordinance Materials
7. Airport Zoning Procedural Steps
8. Adjourn

**Crystal Airport (MIC)**  
**Joint Airport Zoning Board (JAZB)**  
Meeting Minutes

Wednesday, October 12, 2022  
Brooklyn Park City Hall, Room A203  
5200 85th Ave N, Brooklyn Park, MN 55443

Chair Rick Weyrauch convened Crystal's Joint Airport Zoning Board meeting at 3:08 PM.

Members attending in person:

Chair, Rick Weyrauch  
Brooklyn Center, Ginny McIntosh  
Brooklyn Center, Olivia Boerschinger  
City of Brooklyn Park, Paul Mogush  
City of Crystal, Dan Olson  
City of Crystal, Joseph Sears  
City of Minneapolis, Loren Olson  
City of New Hope, Jeff Alger  
City of New Hope, Jeff Sargent  
MAC Commissioner, Rod Skoog  
Robbinsdale, Rick Pearson

Others in attendance:

Andrew Hanson, Eric Gilles, Evan Wilson, Rebecca Townsend, Robert Dockry – MAC staff; Evan Barrett – Mead & Hunt (MAC consultant)

Others attending remotely:

Wynfred Russel – City of Brooklyn Park; Brad Juffer, Bridget Rief – MAC staff; Crystal Nickels – MnDOT AERO

1. ROLL CALL

Rebecca Townsend, JAZB secretary, took roll call.

2. CHAIR OPENING/REMARKS

Chair Rick Weyrauch welcomed the attendees.

3. APPROVE MINUTES OF JULY 13, 2022 MEETING

Weyrauch asked for a motion to approve minutes from the July 13, 2022 meeting.

**ROD SKOOG, MAC COMMISSIONER, MOVED TO APPROVE MEETING MINUTES FROM JULY 13, 2022. OLIVIA BOERSCHINGER OF BROOKLYN CENTER SECONDED.**

**THE MOTION PASSED BY UNANIMOUS VOTE.**

4. JAZB PURPOSE & ROLE

Evan Barrett, MAC Consultant, started us off on slide 5 of the presentation.

5. PRESENTATION OF DRAFT AIRPORT ZONING ORDINANCE MATERIALS

Barrett continued with slide 8 and completed the presentation of the Draft Airport Zoning Ordinance Materials.

6. PUBLIC COMMENTS

Weyrauch asked if there were any comments from the public at this time. There were none.

7. BOARD DISCUSSION ON DRAFT AIRPORT ZONING ORDINANCE MATERIALS

Following board member questions as to municipality logistics in processing individual variance requests once the ordinance is adopted, Evan Wilson, Deputy General Counsel at the MAC, offered to share a sample summary of procedures developed for another airport zoning ordinance. He suggested the city may wish to add a check-off-line for whether a contractor needs to file a Part 7460 in addition to city permitting.

Wilson explained that Minnesota State Statutes give authority to the MAC's chair to appoint members to the Board of Adjustment. Board of Adjustment members are typically MAC commissioners, but municipalities can recommend members.

To questions of terms and definitions varying between city regulations and the airport zoning ordinance, Wilson recommended board members discuss with legal counsel of municipalities.

Board members also discussed various matters related to land use restrictions in Safety Zone 1.

8. AIRPORT ZONING PROCEDURAL STEPS

The board discussed giving members additional time to review technical details of the draft ordinance.

The board determined the next meeting, #6, would be November 16 at 3:00 PM. Loren Olson of the City of Minneapolis and Evan Barrett made it known they would not be in attendance.

Jeff Alger, City of New Hope, requested a list of affected parcels. Barrett agreed to submit a GIS file for each city. Wilson re-affirmed he will provide a sample summary of procedure for processing variance requests.

9. ADJOURN

**JEFF SARGEANT, CITY OF NEW HOPE, MOVED TO ADJOURN. PAUL MOGUSH, CITY OF BROOKLYN PARK, SECONDED. THE MOTION PASSED BY UNANIMOUS VOTE.**

The meeting adjourned at 4:48 PM.



# Crystal Airport (MIC) Joint Airport Zoning Board (JAZB)

Meeting Agenda  
Wednesday, November 16<sup>th</sup>, 2022  
3:00 P.M.  
Brooklyn Park City Hall, Room A203  
5200 85th Ave N, Brooklyn Park, MN 55443

## **Agenda**

1. Chair Opening/Remarks
2. Approve Minutes of October 12<sup>th</sup>, 2022 Meeting
3. Board Discussion of Draft Airport Zoning Ordinance Materials
4. Risk Assessment – Adjacent Public Parks in Zone 1
5. Board Discussion of Advancing to Public Hearing
6. Airport Zoning Ordinance Development Review Guideline (FCM Example)
7. Adjourn

**Crystal Airport (MIC)**  
**Joint Airport Zoning Board (JAZB)**

Meeting Minutes

Wednesday, November 16<sup>th</sup>, 2022  
Brooklyn Park City Hall, Room A203  
5200 85th Ave N, Brooklyn Park, MN 55443

Chair Rick Weyrauch convened Crystal's Joint Airport Zoning Board meeting at 3:04 PM.

Members attending in person:

Chair, Rick Weyrauch  
Brooklyn Center, Ginny McIntosh  
Brooklyn Center, Olivia Boerschinger  
City of Brooklyn Park, Paul Mogush  
City of Brooklyn Park, Wynfred Russel  
City of Crystal, Dan Olson  
City of Crystal, Joseph Sears  
City of New Hope, Jeff Alger  
City of New Hope, Jeff Sargent  
MAC Commissioner, Rod Skoog  
Robbinsdale, Rick Pearson

Others in attendance:

Andrew Hanson, Eric Gilles, Evan Wilson, Rebecca Townsend, Robert Dockry – MAC staff

Others attending remotely:

City of Minneapolis, Loren Olson

Minutes:

1. Roll Call  
Rebecca Townsend, JAZB secretary, took roll call.
2. Chair Opening/Remarks  
Chair Weyrauch welcomed attendees.
3. Approve Minutes from October 12<sup>th</sup>, 2022 Meeting  
Matter deferred.
4. Board Discussion of Draft Airport Zoning Ordinance Materials

Eric Gilles, Airport Planner for the Metropolitan Airports Commission, reviewed questions and answers discussed with individual board members since meeting #5. Board members asked questions to clarify permitting responsibilities and turn-around time.

Gilles addressed questions regarding 7460 reviews. A supplemental of the permitting application process can be found in both the meeting attachments and on Crystal's JAZB website.

In response to board discussion on the length of an FAA review, Gilles agreed the FAA approval process can take months and offered to help shepherd the process when needed.

Gilles clarified that objects below the height restrictions shown in the grid maps of the ordinance may pass without further review. If FAA approval is needed, there may be a request to complete a survey of validation, whether the object is marked, lighted, hazardous, etc.

In response to board discussion of tree trimming, Wilson clarified that enforcement of the ordinance is the responsibility of the City Zoning Administrator, but MAC will assess & assist.

Gilles asked that any question that comes up be an in-tandem discussion between the municipality and himself.

In reference to updates made to the draft ordinance regarding parks, Gilles pointed out that "non-spectator" had been removed and "dense confined" had been added to modify "assembly of persons." He confirmed only entirely new structures or expansions would be subject to the ordinance.

Board members were assured municipalities would retain the ability to maintain and repair existing non-conforming structures. Though an airport zoning permit is required, the process can be as simple as the city wants it to be, such as a simple review ensuring nothing was added that wasn't pre-existing. And if it were to happen that the building is destroyed, a permit can be granted to rebuild it according to the original footprint.

##### 5. Risk Assessment – Adjacent Public Parks in Zone 1

With reference to slides 7 & 8, the board discussed the inclusion of parks adjacent to airport property in Safety Zone 1.

6. Board Discussion of Advancing to Public Hearing

Chair Weyrauch asked whether members needed more time to discuss with their municipalities or if they were ready to move forward.

Dan Olson, City of Crystal, requested additional time to get input from his city on the new materials and answers provided.

Board members determined they would convene next on December 14.

7. Airport Zoning Ordinance Development Review Guideline (FCM Example)

Board members agreed to review.

8. Adjourn

**WYNFRED RUSSEL, CITY OF BROOKLYN PARK MOVED TO ADJOURN.  
JEFF SARGENT SECONDED.**

**THE MOTION PASSED BY UNANIMOUS VOTE.**

The meeting adjourned at 4:48 PM.

# Crystal Airport (MIC) Joint Airport Zoning Board (JAZB)

Meeting Agenda  
Wednesday, December 14<sup>th</sup>, 2022  
3:00 P.M.  
Brooklyn Park City Hall, Room A203  
5200 85th Ave N, Brooklyn Park, MN 55443

## **Agenda**

1. Roll Call
2. Chair Opening/Remarks
3. Approve Minutes of October 12<sup>th</sup>, 2022 Meeting
4. Approve Minutes of November 16<sup>th</sup>, 2022 Meeting
5. FAA 7460-1 Review Process
6. Board Discussion of Draft Airport Zoning Ordinance Materials
7. Public Comments
8. Board Discussion of Advancing to Public Hearing
9. Airport Zoning Ordinance Development Review Guideline
10. Adjourn

**Crystal Airport (MIC)  
Joint Airport Zoning Board (JAZB)**

Meeting Minutes

Wednesday, December 14<sup>th</sup>, 2022  
Brooklyn Park City Hall, Room A203  
5200 85th Ave N, Brooklyn Park, MN 55443

Chair Rick Weyrauch convened Crystal's Joint Airport Zoning Board meeting at 3:01 PM.

Meetings attending in person:

Chair, Rick Weyrauch  
Brooklyn Center, Ginny McIntosh  
Brooklyn Center, Olivia Boerschinger  
City of Brooklyn Park, Paul Mogush  
City of Brooklyn Park, Wynfred Russel  
City of Crystal, Dan Olson  
City of Crystal, John Sutter  
City of New Hope, Jeff Alger  
City of New Hope, Jeff Sargent  
MAC Commissioner, Rod Skoog

Others in attendance:

Eric Gilles, Evan Wilson, Rebecca Townsend, Robert Dockry – MAC staff; Evan Barrett – MAC consultant

Others attending remotely:

Loren Olson – City of Minneapolis, Andrew Hanson – MAC staff

Minutes:

1. Roll Call  
Rebecca Townsend, secretary for the JAZB, took roll call.
2. Chair Opening/Remarks  
Chair Rick Weyrauch reminded the board the meeting was to determine whether to advance the draft ordinance to a public hearing.
3. Approve Minutes of October 12<sup>th</sup>, 2022, and November 16<sup>th</sup>, 2022 Meetings

**JEFF SARGENT, CITY OF NEW HOPE, MOVED TO APPROVE MEETING MINUTES FROM BOTH OCTOBER 12, 2022, AND NOVEMBER 16, 2022. GINNY MCINTOSH OF BROOKLYN CENTER SECONDED.**

**THE MOTION PASSED BY UNANIMOUS VOTE.**

4. FAA 7460-1 Review Process

Eric Gilles, Airport Planner for the MAC, presented FAA 7460-1 application guidance on when to file, when not to file, and when a supplemental is required. A criteria tool for a past JAZB was shown.

Board members inquired into whether a similar application criteria tool could be made available for Crystal Airport. Gilles indicated he would investigate it; and that he will be available for zoning questions once the zoning update process is completed.

5. Airport Zoning Ordinance Development Review Guideline

Gilles requested that board members review changes made to the example process since the last meeting.

6. Board Discussion of Draft Airport Zoning Ordinance Materials

The board discussed the removal of 3 parks from Land Use Zone 1, put forth by Brooklyn Center and the City of Crystal. It was agreeable by the JAZB to remove Skyway, Twin Oak, and Kylawn, but with a long-term commitment for them to remain parks. The single park to remain in Land Use Zone 1 is in Brooklyn Park (Southbrook).

7. Public Comments

There were no public comments.

8. Board Discussion of Advancing to Public Hearing

Weyrauch asked board members if they were ready to entertain a motion.

**JOHN SUTTER, CITY OF CRYSTAL, MOVED TO REMOVE KYLAWN, SKYWAY AND TWIN OAKS PARKS FROM LAND USE ZONE 1; APPROVE THE DRAFT ORDINANCE AS REDLINED; AND ADVANCE THE ORDINANCE TO A PUBLIC HEARING. PAUL MOGUSH OF BROOKLYN PARK SECONDED.**

**THE MOTION PASSED UNANIMOUSLY.**

Board members determined to hold the public hearing at City of Crystal's City Hall or Community Center. City of Crystal offered to host.

The board discussed timing needed to schedule the public hearing: finalizing the ordinance, submitting and publishing the public notice, the required waiting period; and days that wouldn't work with individual schedules.

9. Adjourn

**MOGUSH MOVED TO ADJOURN. GINNY MCINTOSH OF BROOKLYN CENTER SECONDED.**

**THE MOTION PASSED BY UNANIMOUS VOTE**